

## 400 COMMUNICATIONS

### 400 OVERVIEW

The fair's communications program should be designed to meet internal needs for timely information as well as to keep the public advised of the fair's program. The communications program should enable all individuals affiliated with the fair, whether Fair Board (Board) members, the CEO, or staff to speak with a unified voice on all aspects of fair operations which may be of interest to the public. This means that the fair's response to every inquiry, regardless of the source, will contain the same information and be provided with similar courtesy and timeliness. Achieving a unified voice requires the fair to translate its mission, values, and policies into clear, easily understood messages and then to deliver those messages through a variety of activities and media.

### 401 THE BOARD'S INTERNAL INFORMATION SYSTEM

The Board's internal information system is effective to the extent it focuses decision making, stimulates participation, and supports an appropriate balance of responsibility between Board and management (refer to Chapter 100). The basic documents of the Board's internal information system include:

- Bylaws (refer to Appendix L, Chapter 400 for the Bylaws template)
- Policy manual (refer to Appendix M, Chapter 400 for an example of a fair policy manual)
- Organization chart
- Annual budget
- Audit report
- Financial reports
- Committee reports
- Meeting agenda
- Memoranda related to issues slated for discussion, as needed
- Meeting minutes
- Safety program and training manual
- Long-range plan (includes Strategic Plan)
- Mission statement

#### 401.1 Role of Management in Meeting the Board's Information Needs

Materials prepared by management for distribution to Board members should be concise, timely, relevant to the Board's responsibilities, visually inviting, and clear in context. All Board members have a responsibility to be "intelligent consumers" of technical and financial information related to the fair program. The quality of information which management presents to the Board contributes to the level of understanding among directors regarding specific issues. It is up to the Board to give adequate feedback to the CEO to enable him or her to ensure that information prepared by staff for Board review meets these standards.

## **402 BOARD COMMUNICATIONS WITH THE PUBLIC/COMMUNITY**

The question of whom is to serve, as the fair's spokesperson should be revisited after any change in leadership, either the CEO or the Board president. In general, the CEO serves on a day-to-day basis as primary spokesperson in areas of fair business and programs. The Board president, or other designated spokesperson makes announcements of new policy, capital campaigns, and major events. In addition, the CEO generally represents the fair in responding to media inquiries and appearing before public bodies. However, volunteer leaders who capably convey their commitment and dedication perhaps by giving speeches to civic and community groups generate public support for the fair by commanding public respect simply because volunteer leaders do not receive compensation.

### **402.1 Board Protocols for Community Relations and Publicity**

Fairs occasionally make front page news as a result of fair challenges or natural catastrophes. The Board should establish a communications policy and protocol to standardize communications in newsworthy situations. The policy should designate spokespersons for the fair who are authorized to respond to media inquiries and/or inquiries from public agencies. It should identify back-ups to represent the fair when designated spokespersons are unavailable. The policy should state clearly that Board members do not respond to media inquiries but rather refer them to designated spokespersons. Board policy should describe the procedure for notifying all Board members regarding the particular circumstances and prescribe how sensitive information is to be provided to the staff.

Non-adherence of Board communication policy should be treated as a serious breach of commitment. The Board chair should act immediately to deter breaches of communication or comments issued in the press by individual board members.

## **403 BOARD COMMUNICATIONS WITH FAIR MANAGEMENT AND STAFF**

Board members follow the administrative chain of command in initiating communications on fair business with any member of the staff. As a general rule, Board members should restrict their contacts with staff to communications with the CEO. Exceptions include (i) ongoing project implementation or issue analysis that includes participation by both staff and Board members, and (ii) making return calls to staff.

### **403.1 Board Protocols for Communicating with the CEO**

Board members should convey to the Chief Executive Officer nonconfidential information of relevance to the fair, which they have obtained through their own interactions with community groups and officials.

**404 BOARD COMMUNICATIONS WITH GOVERNMENT AGENCIES**

Except for the Board president, individual Board members should not communicate directly with elected or appointed public officials on fair-related business unless they have been specifically authorized by a vote of the Board to represent the Board and/or the fair. The president, as the fair's representative and spokesperson, is the appropriate person to make contact with public officials on the Board's and/or the fair's behalf and is responsible for encouraging all Board members to observe this protocol. It is up to the Board's elected leaders to ensure that the Board appropriately disciplines itself as circumstances dictate on a case-by-case basis.

# APPENDIX SECTION

BYLAWS FOR THE  
\_\_\_\_\_ DISTRICT AGRICULTURAL ASSOCIATION  
\_\_\_\_\_, CALIFORNIA

**APPENDIX L**

**Article I**

**SECTION 1 - NAME:** The name of this Association is the name established by law, to-wit: \_\_\_\_\_ District Agricultural Association, an agency of the State of California.

**SECTION 2 - OFFICE:** The office for the transaction of the business of the Association is hereby fixed and located at \_\_\_\_\_, in the City of \_\_\_\_\_, County of \_\_\_\_\_, State of California. The Board of Directors may change the location of said office within the District.

**Article II**  
**Directors**

**SECTION 1 - POWERS:** Subject to the limitations of these bylaws and of the statutes of the State of California, including the approval of the Department of Food and Agriculture as required by law, all powers shall be exercised by or under the authority of, and the business and affairs of the Association shall be controlled by, the Board of Directors.

**SECTION 2 - ANNUAL MEETING:** The Annual Meeting of the Board shall be held at the office of the Association at \_\_\_\_\_ (time and day or date) of (month) \_\_\_\_\_ of each year, if not a legal holiday, and if a legal holiday, then on the next succeeding business day.

**SECTION 3 - REGULAR MEETINGS:** Regular meetings of the Board shall be held (monthly/ quarterly, etc.) \_\_\_\_\_ at the office of the Association at \_\_\_\_\_ (time and day or date) \_\_\_\_\_, if not a legal holiday. If it is a legal holiday, then the meeting shall be on the next succeeding business day. Notice shall be given in writing at least ten (10) days in advance of the meeting.

**SECTION 4 - EMERGENCY MEETINGS:** Emergency meetings of the Board may be called by the President, or if he/she is absent or unable, or refuses to act, by five Directors, and notice of the time and place of the meetings given to the media which have requested notice at least one hour prior to meeting and to all board members. Emergency meetings may only be called in response to:

- (a) Work stoppages or other activity which severely impairs the public health, safety, or both.
- (b) Crippling disaster which severely impairs the public health, safety, or both.
- (c) Administrative disciplinary matters concerning consideration of proposed decisions, stipulations, and pending litigation which require immediate attention.

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**SECTION 5 - ADJOURNED MEETINGS:** Any meeting may be adjourned until a stated day and hour and a 10-day written notice given to the public. In the absence of a quorum, a majority of the Directors present at the meeting may so adjourn any meeting.

**SECTION 6 - QUORUM:** Five Directors shall be necessary to constitute a quorum for the transaction of business. Every act or decision done or made by a majority of the legal votes cast by Directors at a duly noticed meeting at which a quorum is present shall be regarded as the act of the Board, except as hereinafter provided regarding amending the bylaws.

**SECTION 7 –OPEN MEETING LAWS:** All meetings of the district agricultural association are subject to the requirements of the Bagley –Keene Opening Meeting Act.

**Article III  
Officers**

**SECTION 1 - OFFICERS:** The officers of the Association shall be President, Vice President, Secretary, Treasurer and Manager. The Directors shall select a Secretary, a Manager, and a Treasurer from among persons who are not members of the Board. One person may be the Secretary, the Manager, and the Treasurer. The Manager holds office at the pleasure of the Board. If the Manager is not acting as the Secretary and/or Treasurer of the Association, the Board shall fix the salary and duties of Secretary and/or Treasurer.

**SECTION 2 - ELECTION:** The term of office for President and Vice President shall be for one year and until a successor is elected, unless the officer resigns or shall be removed or otherwise disqualified to serve. If the Manager, who sits at the pleasure of the Board, serves as the Secretary and/or Treasurer, the term of those offices shall be at the pleasure of the Board. If the Manager does not serve as the Secretary and/or Treasurer, those offices shall be for a period of one year and until a successor is elected, unless the officer resigns or shall be removed or otherwise disqualified to serve.

**SECTION 3 - REMOVAL AND RESIGNATION:** Any officer may be removed with or without cause. Five Directors shall be necessary to constitute a quorum for the removal of an officer including the Manager. Dismissal of the Manager must be in accordance with the provisions of the Government Code Section 11126(a), which states: ". . . As a condition to holding a closed session on the complaints or charges to consider disciplinary action or to consider dismissal, the employee shall be given written notice of his or her right to have a public hearing, rather than a closed session, which notice shall be delivered to the employee personally or by mail at least 24 hours before the time for holding a . . . meeting. If notice is not given, any disciplinary or other action taken

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against any employee at the closed session shall be null and void. The state body also may exclude from any public or closed session, during the examination of a witness, any or all other witnesses in the matter being investigated by the state body. Following the public hearing or closed session, the body may deliberate on the decision to be reached in a closed session. . . ."

Any officer may resign at any time by giving written notice to the Board or to the President of the Association. Any such resignation shall take effect at the date of receipt of such notice or at any later date specified therein. The acceptance of such resignation shall not be necessary to make it effective. Resignation of directors requires written notice to the Governor of the State of California with a copy sent to the Division of Fairs and Expositions.

Any Director who misses three consecutive regular meetings of the Board without the permission of the Board is deemed to have resigned as a Director.

**SECTION 4 - VACANCIES:** A vacancy in any office, other than a board member, because of death, resignation, removal, disqualification, or any other cause, shall be filled by the Board for the unexpired portion of the term.

**SECTION 5 - PRESIDENT:** The President shall preside at all meetings of the Board and shall be an ex-officio member of all committees. Should the President not be present at any meeting of the Board, the Vice President shall preside. In the absence of the President and Vice President, the senior Director shall preside. In the absence of the President, Vice President, and/or senior Director, a president pro tem may be chosen to preside at such meeting.

**SECTION 6 - SECRETARY:** The Secretary shall keep or cause to be kept at the office of the Association a book of minutes of all meetings of the Directors. The minutes shall include the time and place of each meeting held, and note how each meeting was noticed as well as list the names of those Directors present at the meeting and give the proceedings thereof.

The Secretary shall give, or cause to be given, the required notice for all meetings of the Board and shall mail copies of all minutes to all Directors within seven (7) days after each meeting.

If the Secretary is designated by the President to attend a closed session, the Secretary shall maintain a confidential minute book of the closed session recording topics discussed and decisions made at the meeting. This minute book is not a public record.

**SECTION 7 - TREASURER:** The Treasurer shall be responsible to keep and maintain or cause to be kept and maintained adequate and correct accounts of properties and business transactions of the Association, including accounts of its assets, liabilities, receipts, disbursements, gains, losses, and capital. Any surplus shall be classified according to source and shown in a separate account. The Treasurer shall be responsible for overseeing and ensuring that proper accounting methods and

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procedures are followed including the appropriate separation of duties.

The Treasurer shall be responsible for the deposit of all moneys and other valuables in the name of and to the credit of the Association with such depositaries as may be designated by the Board and are approved by the Department of Food and Agriculture. The Treasurer shall disburse the funds of the Association as may be ordered by the Board and shall render to the President and Directors, whenever they request it, an account of all transactions as Treasurer and an account of the financial condition of the Association.



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**Article IV  
Transaction of Business**

**SECTION 1 - CHECKS, DRAFTS, ETC.:** All checks, drafts, or other orders for the payment of money, notes, or other evidences of indebtedness issued in the name of or payable to the Association shall be signed or endorsed by such person or persons, and in such a manner as determined periodically by resolution of the Board. The Board shall periodically establish by resolution a minimum dollar amount which will require only one signature and all checks above that amount will require two signatures. The resolution shall state the names and positions of each person authorized to sign and the list of accounts affected.

**SECTION 2 - REPORT TO DEPARTMENT OF FOOD AND AGRICULTURE:** The Board shall make such reports to the Department of Food and Agriculture as such Department may direct, including submittal of annual budget and statement of operations. The Manager shall be responsible for and take all necessary steps to ensure the accuracy of any reports submitted to the Department.

**SECTION 3 - CONTRACTS, ETC.:** The Board may authorize any officer or officers to enter into any contract or execute any instrument in the name of and upon behalf of the Association, and such authority may be general or confined to specific instances. Unless so authorized by the Board, no director, officer, agent, or employee shall have any power or authority to bind the Association by any contract or engagement, to pledge its credit, or to render it liable for any purpose or in any amount.

**SECTION 4 - EMPLOYEES:** The district is the employer. The Manager is responsible for the employment and management of all the employees of the district.

**SECTION 5 - EXPENDITURES:** Every person who incurs any expenditure in excess of the allotments or other provisions of the fiscal year budget as approved by the department or as subsequently changed by or with the approval of the department, is liable both personally and on his/her official bond for the amount of the excess expenditures.

**SECTION 6 - COMMITTEES:** The Board may appoint an executive committee and such other committees as the Board deems necessary. The Board may delegate to the President the responsibility of appointing committees. Meetings of committees shall be open to the public when any meeting comprises more than two members of the board and proper notice shall be given before the meeting to the public.

**SECTION 7 - INSPECTION OF BYLAWS:** The Association shall keep in its office the original or a copy of the bylaws, as amended or otherwise altered to date, certified by the Secretary, which shall be open to the inspection of the public during office hours.

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**Article V  
Amendments**

**SECTION 1 - POWER OF DIRECTORS:** These bylaws may be altered, amended, or repealed, and new and additional bylaws adopted at any time by an affirmative vote of five Directors or more and with the approval of the Division of Fairs and Expositions, Department of Food and Agriculture.

These Bylaws were adopted by the Board of Directors at their regular Board meeting on

<hr/> President, Board of Directors _____ District Agricultural Association	<hr/> Date
<hr/> Secretary _____ District Agricultural Association	<hr/> Date
<hr/> Manager _____ District Agricultural Association	<hr/> Date

Approved By:

<hr/> Director Division of Fairs and Expositions California Department of Food and Agriculture	<hr/> Date
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**ANTELOPE VALLEY FAIR AND ALFALFA  
FESTIVAL**

**50<sup>th</sup> DISTRICT AGRICULTURAL ASSOCIATION**

**POLICY MANUAL\***

**SAMPLE**

\* The 50<sup>th</sup> DAA has provided their policy manual as a sample for other fairs.

Adopted January 25, 2001

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## **INTRODUCTION**

This Policy Manual shall be in compliance with the Accounting Procedures Manual at all times. The Accounting Procedures Manual takes precedent.

This Policy Manual is the result of the Board of Directors' efforts to establish a consistent means of serving the needs of the people of the 50th District Agricultural Association.

It reflects the goals of the Association, brings consistency to its operation, provides fair treatment for all concerned, increases staff efficiency, cuts down on wasted effort, and relieves the Board and management of the burden of making repetitive decisions.

The guidelines offered here are the basis upon which management and staff conduct the business of the Association. The Board of Directors as a policy setting body has the ultimate responsibility for this manual's content. Its collective decisions will be the impetus for any changes.

Such changes in the Policy Manual shall be made only as an attempt to further improve the Fair's service to the community, and will be kept sufficiently broad and practical so as to not place undue limits or burdens on management.

Furthermore, any changes in, or exceptions to, the policies established in the Policy Manual shall be performed only by authority of a 2/3 majority vote of the full Board. Neither management nor Directors will take any actions contrary to established policy without such authority. Addendum's attached as a result of Board action are considered a part of Board policy.

In some cases procedures and goals are included to help insure consistent interpretation of policy. This manual should serve as a constant tool of management, a reminder to present Directors of policies currently in effect, and an introduction to the operation of the Association for new Directors. The Policy Manual will be reviewed and ratified annually, at the January Board meeting. An annual meeting will be held in October.

DEFINITIONS  
TERMS USED WITHIN THIS POLICY MANUAL

<u>ASSOCIATION:</u>	50 <sup>th</sup> District Agricultural Association
<u>BOARD:</u>	The policy making body for the Association, consisting of the nine Directors.
<u>DIRECTORS:</u>	Individual members of the Board, appointed by the governor to fill four-year terms.
<u>DIVISION:</u>	The Division of Fairs and Expositions, a branch of the California Department of Food and Agriculture.
<u>DISTRICT:</u>	From the Northeast corner of Section 1, Township 8 North, Range 8 West, southerly along the Los Angeles County/San Bernardino County lines to the Southeast Corner of Section 36, Township 5 North, Range 8 West; thence westerly to the Southwest corner of Section 31, Township 5 North, Range 17 West; thence northerly to the Northwest corner of Section 6. Township 5 North, Range 17 West; thence westerly to the Southwest corner of Section 31, Township 6 North, Range 17 West; thence northerly to the Northwest corner of Section 6, Township 8 North, Range 17 West; thence easterly to the point of beginning.
<u>MANAGER:</u>	General Manager-Secretary of the Board
<u>POLICY:</u>	A statement of a course of action to be consistently followed under stated conditions without reference to higher authority.
<u>PROCEDURE:</u>	A system of organization and/or action developed to achieve the policy goals of the Association.
<u>STAFF:</u>	Those employees (both civil service and non-civil service) hired by the Manager.

BOARD OF DIRECTORS

OFFICERS OF THE BOARD

PRESIDENT—(ANY MEMBER OF THE BOARD)

Function—To conduct all meetings of the Association and to be responsible for appointment of all committees for ratification by the Board.

VICE PRESIDENT—(ANY MEMBER OF THE BOARD)

Function—To act on the President's behalf in his/her absence.

MANAGER—(NOT A MEMBER OF THE BOARD)

Function—To manage the affairs of the Association (see Manager's duties)

SECRETARY—(NOT A MEMBER OF THE BOARD)

Function—To keep minutes of all board meetings and handle Board correspondence.

TREASURER—(NOT A MEMBER OF THE BOARD)

Function—To be responsible for the financial records and transactions of the Association.

NOTE: Manager, secretary and treasurer positions can be held by one person. (Manager and secretary are almost always handled by one person).

REPRESENTATIVES OF THE BOARD

WFA AND/OR CFSA REPRESENTATIVE—(Designated by the Board)

Function—To be the voting representative of the Board at WFA and CFSA elections.

**DIRECTOR'S RESPONSIBILITIES**

1. To attend all meetings and other functions of the Board.
2. To stay well informed on Board matters.
3. To express opinions at Board meetings concerning policy matters discussed by the Board.
4. To refrain from making decisions that impact management's areas of responsibility.
5. To place the good of the Association before that of personal or professional gain.
6. To act in accordance with the Policy Manual.
7. To abide by the majority decision of the Board.
8. To assist management with raising money for the Association.
9. To act as an ambassador for the Association, and project a positive image of the Association.
10. To approve an annual budget that is workable for the Association, to stay informed on the levels of expenditure contained in it and always concerned with the impact their decisions may have on the financial soundness of the Association.

**DIRECTOR'S RESIGNATION**

**THE EFFECTIVE DATE OF A DIRECTOR'S RESIGNATION**—The Governor's appointment office considers a Director as resigned when action is taken by them upon receipt of a written notice from the Director or the President, acting under the Director of the Board. A Director serves until replaced or re-appointed by the governor, even though the term has expired. Unless a resignation is submitted.



**ADDITIONAL POLICIES**

Honorary Directors - There will be a Director's honorarium as named, from time to time, be a 2/3 vote of the Board. The honorary Directors will be nominated at the Board meeting, and a vote taken at the next regularly scheduled Board meeting.

Directors Facilities - During Fair time, utilization of the facilities will be limited to Directors of the Fair and families along with invited guests. Past directors will be considered invited guests.

Director Portraits - Portraits of the Governor, Legislators, Directors, and Management will be placed in the Directors facilities and/or front office of the Administration building.

Memorials on Fairgrounds - All individual recognition, memorials and awards to be placed on the Fair facility will require Board of Directors approval on an individual basis.

Public Address System - Limited use of the public address system will prevail, a code system will be used and Directors may be paged by name. Other emergencies will be announced as required.

Check Signing Policy - All disbursements up to \$1,000 requires only one signature signed either by the General Manager, Treasurer, or Board member. A disbursement of \$1,000 or more requires two signatures of Board officials which include the General Manager, Treasurer, President, Vice President, and immediate past President. Or, Board officials may be named as signatories as needed from year to year. It is the intent of this policy that the General Manager be one of the signature whenever possible.

Yearly delegation of the Board of Directors and/or officers to be included at the annual Board of Directors meeting.

Donations, Gifts, Memorials -The Manager with concurrence of the President shall be empowered to make gifts, donations, and memorials to value of (not to exceed) \$100.

**BOARD MEETINGS**

**GENERAL POLICY**

It is the Board's policy that, above all else, its meetings be conducted:

- (1) With fairness for all concerned.
- (2) With sufficient attention to detail as to be responsible for the direction of the Association.
- (3) In as expeditious a manner as possible.
- (4) With the best interests of the Association always considered of foremost importance.
- (5) With attention paid to the discussion and determination of matters of policy only, leaving the day-to-day operation of the Association in the hands of the Manager.
- (6) By the Bylaws for 50<sup>th</sup> District Agricultural Association as accepted by the Board (on file in the Association office).

**NOTIFICATION**

**NOTIFICATION OF MEETINGS** - In order to assure compliance with state regulations, public notice of all regular Board meetings (in the form of a completed agenda) will be sent to local media no later than ten (10) days prior to each meeting. Such notice shall also be sent to local legislators, each Director, and anyone who requests to be notified.

**MAILING INFORMATION TO DIRECTORS** - The agenda that is sent to each Director shall include: minutes of committee meetings (if they have not already been mailed), updated financial reports, and any pertinent correspondence.

**REQUEST TO APPEAR BEFORE THE BOARD** - Any item requiring action (including individuals wishing to appear before the Board to request action), must be presented to the Manager, in writing, by 5:00 p.m., twelve (12) calendar days prior to the regularly scheduled meeting.

**PROCEDURES**

**QUORUM** - The presence of five (5) Directors constitutes a quorum. Action may result when a simple majority of a quorum votes "yes" on a motion. \*

PROCEDURES (CONTINUED)

ABSENCES - Food and agricultural code section 3967 authorizes Boards to grant excused absences for health or acts of nature are excusable. It is the Director's responsibility to notify management of the reason for any absence. Action on absences (to excuse or not to excuse) should be taken monthly and shall be reflected in the minutes. If a Director misses three (3) consecutive meetings, such Director is presumed to have resigned, unless the board excuses the absences.

CONDUCT OF MEETINGS - In any matter not otherwise covered by the constitution and bylaws, 50<sup>th</sup> District Agricultural Association's Policy Manual, resolution, or by any state required procedures, Robert's Rules of Order newly revised, as revised from time to time, shall constitute the rules of order of all meetings of the 50<sup>th</sup> District Agricultural Association.

\*The exception is the 2/3 vote of the full Board required to change policy.

VOTING - The President is a voting member and should vote on all motions.

AGENDA APPROVAL - The agenda requires Board approval prior to the conduct of the business of the Association. Any changes in the agenda should be included in the motion to approve (and shall only include altering the order in which items are to be considered, or to add items or reports not requiring action). No items requiring action can be added.

CONSENT AGENDA - Items for Board approval that are routine and adhere to current Board policy, or are covered by standard state regulations, will be designated under the agenda heading "consent agenda". They will be approved as a group with one motion. Prior to their approval, any Board member may request either an explanation of any item contained therein or its removal from the consent agenda for separate consideration.

BOARD OFFICERS - The election of officers for the ensuing year will be held at the regular Board meeting in August. New officers assume posts at the regular Board meeting in October. Officers elected are President, Vice President, and General Manager – Secretary of the Board.

EXECUTIVE AND/OR CLOSED SESSIONS

An executive session may be called as a part of the agenda of any regular or special meeting to discuss the following topics:

1. PERSONNEL - Government code section 11126 (a)—at the Manager's request, matters concerning employees of the Association.

EXECUTIVE AND/OR CLOSED SESSIONS (CONTINUED)

(discussion of any contracted labor may not be conducted in executive session.)

The purpose of the personnel exception is to avoid undue publicity or embarrassment for public employer and to allow full and candid discussion of such employees by the body in question (employees).

2. SECURITY - Government code section 11126 (e)—a threat to the security of Association facilities or services.
3. CONFIDENTIAL GIFTS OR DONATIONS - Government code section 11126 (g)—gifts or donations to the Association made by individuals requesting, in writing, confidentiality.
4. PENDING LITIGATION - Government code section 11126 (q)—to discuss legal matters which if discussed in open session, would be detrimental to the public interest.
5. ACQUISITION OF PROPERTY - Government code section 6254 (h)—to discuss real estate appraisals, engineering of feasibility estimates relative to acquisition of property.

An Executive Session may be called by the President, or in his absence the Vice President, at the request of the Manager or any Director. \*

\*Please refer to California Attorney Generals Office Open Meeting Laws of 1989 for additional classification, on file in the Associations office.

**BOARD MEETINGS EXECUTIVE AND/OR CLOSED SESSIONS (CONTINUED)**

Immediately following the close of an executive session, an announcement detailing the action taken (but not the discussion leading up to the action) will be made by the President.

Minutes of all executive sessions (this may include a tape of the entire meeting) will be kept by the Manager, his appointee or a Director selected by the Board. These records are not public documents, but must be available to the Directors, the division, and/or the courts, if necessary.

**EMERGENCY BOARD MEETINGS**

Emergency meetings of the full Board may be called only when Board action is required as a result of:

1. An event that severely impairs public health and safety. (example: bomb threat, strike, flood, or fire)
2. Administrative matters requiring immediate attention. (example: litigation)

Emergency meetings may be requested by the Manager or by any Director. The Manager will call the meeting by first notifying the President, or, in case of his absence, the Vice President, and other Directors.

In instances where a quorum cannot be obtained, the Executive Committee is empowered to meet and act on the Board's behalf in a public meeting.

One hour prior to any emergency meeting, the President will notify by telephone any local newspaper of general circulation, local television and radio stations. If telephones are not working, notice must be given as soon after the meeting as possible. Following the meeting, the minutes, plus a list of all parties notified or who the Association attempted to notify, will be posted in the main office lobby for not fewer than ten (10) days.

An executive session may not be called during an emergency meeting.

**SPECIAL BOARD MEETINGS**

State law does not specify procedures for noticing special meetings called by state agencies. Therefore, unless one of the emergency meeting exemptions applies, state agencies must provide 10 days written notice of the time, date, and agenda for all meetings, including special meetings.

COMMITTEES

GENERAL POLICY

The President of the Board shall appoint “Standing Committees” no later than the first regular Board meeting after taking office. (Existing committees shall remain in effect until the appointments are made.) These committees shall be assigned policy considerations deemed too cumbersome for full Board consideration and requiring expertise or knowledge possessed by the members of the committee.

Committees shall consist of two to four Directors, with one designated by the President to chair the meetings. The Manager or his designated representative shall be in attendance at all committee meetings. To be in compliance with the Bagley-Keene Act, proper notice of all meetings must be made as required by law. No more than four Directors to be present at any committee meeting.

Committees shall act only to bring recommendations before the full Board, unless given specific authority to act on behalf of the Board, at which time their committee meetings shall become public meetings. Committee meetings shall be called by the Committee Chairman or the Manager and shall be in accordance with existing policy.

**STANDING COMMITTEES**

**EXECUTIVE COMMITTEE**

Membership includes the President, Vice President, and, when possible, the most immediate Past President. When there is no immediate Past President on the Board, the President shall appoint the senior Director to fill the position.

Function—To meet at the request of the Manager to discuss personnel, potential litigation, or to preview important agenda items. To handle emergency situations (as identified by the Manager) when the full Board cannot be gathered. To review items suggested for addition to the Association's Policy Manual and Bylaws, and annually (December) review the Policy Manual and Bylaws and submitted to January Board meeting for approval.

The Executive Committee, will make recommendations for changes or additions to the Policy Manual only when such changes or additions are determined to be:

1. workable for management, and
2. actual policy matters, not a function of management.

Such changes and/or additions shall be written by the Manager and Executive Committee.

**AUCTION AND LIVESTOCK COMMITTEE**

Function—To be responsible for the livestock auction and to review the overall junior livestock department.

**BUILDING, GROUNDS AND EQUIPMENT COMMITTEE**

Function—To establish and review policy relative to the physical improvement of the grounds, to review the Manager's priorities for grounds improvement and to periodically tour the grounds and report its findings to the full Board.

**COMMUNITY RELATIONS/ARCHIVES/QUEENS COMMITTEE**

Function—To coordinate the activities involved with the community such as: the kick off dinner, press reception, staff party and all year round activities taken on as a Board. To direct and oversee the operation of the Director's Room as approved by the Board of Directors. To assist the Manager in determining adequate and satisfactory public relations for the Fair. To be responsible for the collection and safe keeping of all materials, articles and general history of the Antelope Valley Fair. To work with communities in organizing queen contests as well as supervise queens and their activities during the Fair.

**EAST LAWN COMMITTEE**

Function—To coordinate with management and staff the displays on the East Lawn area during Fair time.

**STANDINGS COMMITTEES (CONTINUED)**

**ENTERTAINMENT COMMITTEE**

Function—To review with management the format and selection of entertainment for the Antelope Valley Fair. To set ticket prices and box seat prices for all grandstand events. To review box seat list allocation from the priority list kept by the Fair.

**FINANCE COMMITTEE**

Function—1) Review and report to the Board on the financial condition of the Fair or an individual project. 2) Establish the means of achieving capital requirements for improvements and new programs, 3) as well as assist the Manager in preparing the annual budget.

**INTERIM USE/CONCESSIONS COMMITTEE**

Purpose—To work with all Fair time concessionaires as to those matters that affect their operations including, but not limited to the following:

1. Physical facilities and equipment including signage
2. Menus, prices and serving sizes
3. Approval of new concessionaire applications
4. Location of booths—portable at Fair time
5. Termination of concessionaire's right to be on fairgrounds
6. Sound and lighting equipment, of concession booth at Fair time
7. Concession utilities
8. Fair percentage to be paid by concessionaire

Function—To establish and review policy and rental rates on buildings and related equipment for all non-fair activities. To set guidelines regarding contracts on beer, carnival, and then review their performance during Fair time. To be responsible for concession stands on grounds year round and for all food during the Fair.

**PARKING, GATES AND CREDENTIALS COMMITTEE**

Function—Coordinate parking lots, tickets, ticket-takers and passes, public flow onto and off the fairgrounds at Fair time, as well as the directional signs and information stations.

**RODEO COMMITTEE/HORSE SHOW**

Function—To review, with management, the criteria, proposals, and contracts for the selection of a Rodeo Contractor and recommend to the Board the awarding of the contract. To work with Management and the Rodeo Contractor in the coordination, format and production of the rodeo.

**WATCH AND WAGER COMMITTEE**

Function—Oversee the policies and capital improvements of the facility.



STANDINGS COMMITTEES (CONTINUED)

AD HOC RELOCATION

Function—To oversee the relocation of the AV Fairgrounds.

**PERSONNEL**

**GENERAL**

Board Policy regarding personnel. (Other than the Manager):

1. The 50<sup>th</sup> District Agricultural Association is an Equal Opportunity Employer.
2. All personnel shall be hired by the Manager or a responsible management or staff member given the authority to hire by the Manager.
3. The Manager bears ultimate responsibility for all employees. This includes employee development and keeping of thorough employee records.
4. Directors' concerns regarding personnel shall be directed to the Manager in a timely manner, so that those concerns may be addressed as part of an ongoing program of employee evaluation and improvement. Directors shall not directly become involved in the supervision or evaluation of any employee.
5. All personnel files are confidential. Access to information contained in such files may be granted only to the employee concerned and the Manager. The necessary preparation of personnel file information may be performed by a clerical employee designated by the Manager. Discussion of personnel file information by the Manager or the designated employee is prohibited.
6. Management will not knowingly hire anyone working in this country illegally.
7. Permanent or Civil Service Employees of the 50<sup>th</sup> District Agricultural Association. The Antelope Valley Fair, may not be employed by the tenants or lessees of the fairgrounds. All services performed for tenants or lessees or the fairgrounds by employees of the 50<sup>th</sup> District Agricultural Association will be done under the supervision of the District and charged to the tenant or lessee by the Fair.
8. Hiring of immediate family of directors or employees shall be at the discretion of the Manager with the approval of the Executive Committee.
9. The Antelope Valley Fair's Personnel Manual is on file in the personnel office.

PERSONNEL

MANAGER

BOARD POLICY REGARDING THE MANAGER:

The Manager is hired by a majority vote of the full Board. As it is an exempt position, many civil service rules do not apply. The Manager serves at the pleasure of the Board. The Manager is charged with the responsibility of operating the Association. The Board shall set policy that offers guidelines for that operation, leaving the actual day-to-day decisions for the Manager. In essence, the Board decides “what” the Manager develops and the Manager carries out the “how”.

1. Any Board concerns that may arise regarding the performance of the Manager shall be directed by the President to the Manager in a timely manner, so that those concerns may be addressed as part of an ongoing program of management evaluation and improvement.
2. The evaluation process will begin in January. The evaluation process should begin with an evaluation packet, (the prior year’s evaluation, prior year’s goals and objectives and the current year’s evaluation) to be given to all Board members at the January Board meeting.
3. At that time, the Board will request that the current year evaluations be given back to the President within two weeks of that meeting.
4. At the same time, the Board shall schedule an Executive Committee meeting for approximately three weeks after the January Board meeting.
5. At the February meeting, the Executive Committee should present the consensus of the Director’s evaluation to the Board for approval. Following the February meeting, the Executive Committee then should meet with the manager to discuss the draft evaluation and discuss what goals and objectives the Manager would like to have included in the evaluation for the current year.
6. Finally, at the March meeting, the final evaluation should be given to the Board and signed by the Board President and the General Manager. Additionally, the Board recommends that the rating scale be changed to the following:

Outstanding,	100%
Excellent,	90%
Above Average,	80%
Below Average,	70%
Failing,	50%OR BELOW

**MANAGER'S RESPONSIBILITIES**

1. To represent the Association at meetings and functions as requested by the Board.
2. To stay well informed on all Association matters.
3. To express his/her opinion at Board meetings on all matters impacting the Association.
4. To present the Board with sufficient information for its use in making policy decisions.
5. To place the good of the Association before that of personal or professional gain.
6. To act in accordance with the Policy Manual.
7. To abide by the majority decision of the Board.
8. To devise methods and procedures for raising money for the Association.
9. To act as an ambassador for the Association, and project a positive image of the Association.
10. To work within the framework of the budget approved by the Board, being mindful at all times of approved levels of expenditures and to be diligent in reminding the Board of the impact their decisions may have on the financial soundness of the Association.
11. To sign checks as authorized by the Board and stated in the check signing policy. (see page 5)
12. Revision of master planning to be made as required; proposals for changes to be made by a committee appointed by the Board President and management.

**PUBLIC STATEMENTS**

A unified voice is very beneficial when controversial situations call for public statements from the Board. The designated spokesman for the Association shall be the Manager, unless he/she is unavailable or the Board appoints another person. Directors should refer questions concerning controversial Board matters to the spokesperson. The Board appoints the Manager or President to be our spokesperson.

In matters of extreme importance the Manager may choose to consult with the executive committee prior to issuing a statement.

Disagreements among Board members will occur, and the open discussion of issues is vital in any progressive organization. This policy is not meant in any way to limit the freedom of speech of individual Board members. There may be occasions when it is impossible or impractical to refer questions to the Board's spokesman. There are also times when a Director may be the only person holding a minority position on a given issue. In making public statements regarding sensitive issues, Directors should stress that their opinion is not

PUBLIC STATEMENTS (CONTINUED)

necessarily that of the majority and attempt to present a positive image of the Association.

**INTERIM USE OF FACILITIES**

Board policy regarding interim use of fairgrounds facilities and equipment.

1. The main purpose of the Association is the sponsoring of the Antelope Valley Fair and Alfalfa Festival.
2. The use of the fairgrounds by the people of the Association shall be encouraged by the Manager and Directors.
3. Every effort will be made by the Manager and the Board to insure that rental rates remain Fair, but also that all interim use of the fairgrounds shall be of benefit to the Association and or the community.
4. Association equipment shall not be made available for use outside the fairgrounds, unless approved by the Manager and Board president.
5. Management may choose not to rent the facilities for any activities that it determines may adversely impact the local neighborhood.
6. Management will schedule no rentals on the grounds that will adversely impact the annual Fair sponsored by the Association. Interim events conflicting with Fair events will not be scheduled ninety (90) days prior to or sixty (60) days after the annual Fair. No rentals will be permitted in the month of August with the exception of those events that receive special Board approval.
7. No event will be permitted without adequate security. Security levels will be determined by management based upon the nature of the event and anticipated attendance.
8. All use of the facilities and/or its equipment, shall be covered by a rental agreement, duly entered into by staff and approved by the Board.
9. All procedures and regulations covering interim events is attached and becomes a part of this policy.
10. Separate rules and regulations will be observed for the R.V. Park.

**COMPETITIVE EXHIBITS**

The policies pertaining to competitive exhibits are included in the “rules” sections of the premium list published by the Association. These “rules” cover both state rules (mandated by the division) and local rules (determined by the Association.)

**FOOD CONCESSIONS/COMMERCIAL EXHIBITS**

All food concessions operations and commercial exhibits will be inspected by management to insure satisfactory service to the public.

An audit shall be conducted. Such audit shall include daily reports, cash handling procedures and an evaluation of each concession booth and any other procedures as set forth by the contract. Health permits and health inspections are required.

**SPACE**

**EXHIBIT SPACE RATES:**

In accordance with the Fairs and Expositions Manual, space rates will be set annually by the Board of Directors.

**FREE SPACE:**

Space will be allocated to governmental agencies and be limited to that which is available after space sales are completed, at the discretion of the General Manager.

**FOOD CONCESSIONAIRES:**

The Fair Board will have the option of contracting with concessionaires. Concessionaires will be dealt with on an individual basis and the procedures will be to first discuss the matter with the Concession Committee, then all final decisions must be approved and cleared by the Board of Directors.

**REFUND POLICIES**

**COMMERCIAL SPACE**

1. If cancellation of space is 90 days or more prior to opening day of Fair, 75% of payment will be refunded.
2. If cancellation of space is 60 days to 90 days prior to opening day of Fair, 50% of payment will be refunded.
3. If cancellation of space is 30 days to 60 days prior to opening day of Fair, 25% of payment will be refunded.
4. If cancellation of space is less than 30 days prior to opening day of Fair, there will be NO REFUND.
5. Cancellations of space is understood to give the Fair permission to resell the space.

**FAIR RV SPACE**

1. Any cancellations 30 days or more prior to the opening day of the Fair a 10% fee for administrative costs will be withheld from the refund; there will be a 50% fee for any cancellations made within 29 to 15 days of Fair.
2. No refunds will be made if cancellation is within 15 days of Fair.
3. Cancellation of space is understood to give the Fair permission to resell the space.

**CONCESSIONS**

1. If cancellation of space is 45 days or more prior to the Fair a 10% fee for administrative cost will be withheld from deposit refund.
2. No refunds will be made if cancellation is within 44 days of the Fair.

**TICKET REFUND POLICY**

- I. **Definition of Cancellation, Rescheduling or Delay**
  - A. A cancellation of a paid Fair event is defined as any performance or event that did not occur. This non-occurrence of the event could be due to performer breach of contract (no show), equipment or power failure, act of God, or the Fair Board rescinds or nullifies an outstanding contracted performance.
  - B. A rescheduling of a paid Fair event is defined as a paid event scheduled at a later time/or day than originally planned and advertised as a result of a previous cancellation.
  - C. A delay of a paid Fair event is defined as a postponement of the starting time of a paid event other than that which was advertised as



TICKET REFUND POLICY (CONTINUED)

the time of performance. A delay which constitutes reason for ticket refund would be of a two hour duration. An announcement would be made regarding ticket refund procedures which would be determined by the Entertainment committee and management each year.

II. Refund Request

- A. Cancellation: In the event of a cancellation of a paid Fair event, the holder of the ticket for the performance which was cancelled would be entitled to a refund for the cost of such ticket.
- B. Rescheduling: A ticket holder to a paid Fair event which was rescheduled should be allowed the option of attending the rescheduled performance or requesting a refund in the amount of the purchase price of the ticket to such event.
- C. Delay: A paid Fair event delayed as stated in 1-C would constitute a refund. Any refunds subject to Section IV.

III. Refund Related to Fair Admission and Parking

There will be no refunds of admission and parking.

IV. Maximum Time Period Allowed for Honoring Request for Ticket Refund

- A. As a result of a cancellation, rescheduling or deemed delay of a paid Fair event, the holder of a paid event ticket must apply for a refund from the Antelope Valley Fair within 30 days of such cancellation, rescheduling or deemed delay.
- B. Such refund must be requested by presenting ticket to paid event to the ticket office of the Administration Building located on the Antelope Valley Fairgrounds within the 30 day time limit.
- C. If it is inconvenient or impossible to present paid ticket in person for refund, then such ticket should be mailed to the Manager of the Antelope Valley Fair, 155 East Avenue I, Lancaster, CA 93535, with request for such refund postmarked within 30 days.
- D. No refund will be made for any reason after the 30 day grace period.
- E. There will be no refunds for any complimentary tickets for any reason.
- F. No refunds will be made for any ticket trade giveaways.
- G. Discounted tickets will be refunded at the discounted price.

**POLICY ON CAMPAIGNING, TREATMENT OF  
ELECTED OFFICIALS AND POLITICAL PARTIES**

1. Distribution of promotional or campaign materials shall be from booths ONLY. This includes campaign buttons and brochures, etc.
2. The use of STICK ON DEVICES is prohibited on the grounds and in the parking lots.
3. Novelty items for give away in a commercial booth must be approved by management as they cannot compete with the concessionaires who have exclusive rights on items such as caps, balloons, yard sticks, etc.
4. Elected officials may be introduced at grandstand events and it will be done only as is convenient. Introductions will be made only if officials have reported their presence in advance. Speeches will not be allowed.
5. If elected officials are on the grounds, they should check into the Administration Office so that proper courtesy can be extended.
6. Elected officials may ride in the Rural Olympics Parade at the discretion of the Chairman.

**FAIRGROUND PROJECTS**

1. No new construction projects will be considered by Directors or the Manager after July 1 and prior to the annual Fair without Board approval.
2. All construction projects must be completed in accordance with the Accounting Procedures Manual.
3. All projects over \$10,000 must be approved, in writing, by the Building and Grounds Committee and submitted for full Board approval.
4. Management will attempt to keep the Board of Directors and the Building and Grounds Committee informed of all the projects.

**ANTELOPE VALLEY FAIR**

**ADMISSION AND PARKING POLICY**

**BOARD OF DIRECTORS:**

Directors will be admitted to the grounds by wearing their official vests and/or the official Directors ribbon. Director's spouses will be issued an official ribbon for grounds admission. In addition, Directors will be given 25 daily and 10 season gate admission passes. Each Director and spouse will be assigned a numbered parking space in the official lot. Additional parking space will be assigned to Directors as requested. Directors will be assigned one grandstand box with their names for each grandstand event. Directors will pay for additional event tickets, but will be given priority on location as available.

**EMPLOYEES:**

Employees that are employees before August 1<sup>st</sup> will receive twenty (20) daily admission passes and two (2) season parking passes for their families. Employees hired after August 1<sup>st</sup> of that year will not receive any passes or credentials for their families.

**VIP's:**

The following are permanent VIP's:

Lancaster and Palmdale councils and city managers – box plus 2 best available seats to all events.

Ranking Officials: Sheriff, CHP, Local Military Bases, Fire Dept. – send request letter for any number of events (2 tickets each).

Elected Officials/Local Representatives: Local Assemblyman, Senator, Congress, County Supervisor – send request letter for any number of events (2 tickets each).

Judges: 2 seats to event of choice plus dinner.

Any other official approved on an annual basis by management.

(see page 24 Past Directors)

**COMMERCIAL EXHIBITORS:**

Commercial exhibitors are given two season gate passes for each 10x10 foot booth that is rented. Each exhibitor is given two season parking passes for the north lot.

**ADMISSIONS AND PARKING POLICY (CONTINUED)**

**CONCESSIONAIRES:**

Concessionaires receive two season parking permits and one ground delivery permit. Management will assign passes to each concessionaire. Additional requests will be considered by management.

**GRANDSTAND:**

Any materials or services that are traded for tickets shall be approved by the Chairman of the Entertainment Committee. When tickets are traded, all Directors shall be given written notification.

When any of our Directors are attending another fairgrounds or some interim use activity, it will be permissible to ask our Manager to arrange for tickets to the event. If complimentary tickets are not available, and then the Director would be expected to pay the admission price.

**BOX SEAT ALLOCATIONS:**

The Fair Ticket Office will maintain a request for box seats by date. Any one person or entity is limited to 2 boxes. All requests are limited to 1 box per person, per letter. Any person or entity refusing a box when notified will be moved to the bottom of the list.

**CARNIVAL:**

Carnival employees will be admitted with a photo I.D. badge. The same badge also admits their vehicle.

**WESTERN FAIR CREDENTIALS:**

These will be honored at gates and parking lots which entitle the bearer to gate admission and parking at no cost. Admission tickets to the grandstand are at the discretion of the Manager.

**RODEO PARTICIPANTS:**

Rodeo participants are admitted at the rodeo gate only with either a PRCA or rodeo contractors card. Participants are entitled to park in the infield. Each person must have their own PRCA or rodeo contractors card.

**TRACTOR PULL:**

Contestants in this event will be given four single gate admission credentials in the form of wristbands. Contestants are entitled to parking in the infield.

**DEMOLITION DERBY & FIGURE 8 STOCK CAR RACE:**

Contestants in these events are given three single gate admission credentials in the form of wristbands. Contestants are entitled to parking of the entrant vehicle and towing vehicle.

**ADMISSION AND PARKING POLICY (CONTINUED)**

**RURAL OLYMPICS:**

Participants will be issued special credentials for admission and parking for the day of the event only. Participants are also allowed to purchase two additional tickets to the event. Rural Olympics Committee Members receive an admission and parking credential for the last six days of the fair. The parking credential is for the north parking lot. They may also purchase two Rural Olympics tickets.

**HORSE COMMITTEE:**

Committee members receive credentials as needed for Fair.

**HORSE EXHIBITORS:**

Horse and 2 people park and enter Fair free. All others pay (no horse trailer-pay to park; no horse entering grounds-pay to enter the Fair).

**4-H, FFA & GRANGE LIVESTOCK:**

Each exhibitor receives two season gate admission and parking credentials.

**OTHER 4-H & FFA PARTICIPANTS:**

These exhibitors such as Ag Mechanics, clothing, etc. receive no passes. 4-H leaders and FFA advisors in the areas where exhibitors do not receive credentials, however, do receive season passes.

**HOME ARTS, ART, PHOTO, ETC.:**

Gate admission and parking credentials will be given to committee members only for the day(s) they work.

**POLICE, SECURITY, ETC.:**

Police, firemen, military, etc. will be admitted to the grounds if in uniform or with proper credentials.

**BEER CONCESSIONS:**

Employees will receive a one-day credential for each day they are working.

**EAST LAWN:**

Participants such as car clubs, local entertainment, etc., in the East Lawn Area will be issued two admission credentials and one parking for each day of their exhibit or event.

**PRESS:**

The person in charge of Public Relations for the Fair will be charged with the responsibility of distribution and coordinator of press credentials.

**ADMISSION AND PARKING POLICY (CONTINUED)**

**PAST DIRECTORS & SPOUSES OF DECEASED DIRECTORS:**

Past directors will each receive 2 season Fair admission credentials plus a season parking permit. In addition, each past director and spouses of deceased directors will receive 2 season grandstand tickets in the VIP section of the grandstand, and they will be entitled to purchase 2 additional season grandstand tickets. However, the two additional season tickets may be in a section in the grandstand other than in the VIP section.

**EVENTS**

**KICK OFF DINNER:**

A kick off dinner is traditionally held on the first Friday in August. Plans and arrangements are made by the Community Relations Committee.

**QUEENS CORONATION:**

Traditionally, the Queens coronation is held the Saturday following the annual Kick Off Dinner with the program details supervised by the Director-In-Charge. Adhering to long established tradition, it shall be the policy of this Board to sponsor the Miss Antelope Valley Contest/Pageant. This contest/pageant will be conducted according to the rules and guidelines approved by this Board.

**THEME CONTEST:**

A theme contest will be held prior to each annual Fair. The Public Relations Committee, along with members of the local media, will make a recommendation from these submitted by the public at large. The Board of Directors will select the final theme by the December Board Meeting.

**JUNIOR AUCTION:**

The Fair Directors recognize the sponsorship of the Kiwanis Clubs sponsored Junior Livestock Auction during each annual Fair.

**ALFALFA IS KING CONTEST:**

The "Alfalfa is King" contest is an outgrowth of the Agriculture Department of the Fair, is sponsored by the Fair, and under the direct supervision of the appointed Director-In-Charge.



**SAFETY POLICY**

Above all else, safety for all who utilize the fairgrounds is our foremost responsibility.

Management, as a part of its duties, will perform a constant vigil against any and all actions, on the part of its officers, employees, contractors, and exhibitors, that might in any way create a hazardous situation on the fairgrounds.

In addition, management will make every effort through proper rules and enforcement, to create a safe environment at all times, and to make the altering of any unsafe practices or conditions the first priority. Board members will be mindful of public safety when setting policy, and will report to the Manager any potentially hazardous situation they may observe.

A major fire/disaster plan will be created by management. A frequent review of such a plan will be the duty of management. Refer to Fair time emergency operations manual.

For the safety of the fairgoers, the Board shall approve a golf cart policy. This policy shall be reviewed periodically at the request of the Executive committee.

For the safety of the fairgoers, the Board shall approve a security operations policy. This policy shall be reviewed periodically at the request of the Executive committee.

**ANTELOPE VALLEY FAIR—50<sup>TH</sup> DAA**

**FIRST AMENDMENT RIGHTS POLICY**

The Board of Directors of the Antelope Valley Fair, 50<sup>th</sup> District Agricultural Association, hereby adopt the following policy as a responsible means of protecting the health and safety of patrons attending the annual Fair. Constitutional first amendment rights are paramount and protected while maintaining required decorum.

Individuals or groups may not solicit, petition, campaign nor lecture inside the fenced fairgrounds area, except from within a commercial booth rented at prevailing rates.

Individuals or groups may conduct these actions outside the fenced area of the fairgrounds from a location located at the south entrance and may in no manner interfere with the normal pedestrian or traffic flow, or which may constitute a traffic hazard as deemed by the Chief of Security or Management. The Association reserves the right to impose any other reasonable restrictions such as location, number of people, and shall have the right to prohibit the distribution of obscene or offensive materials to the public.

At no time may an individual or a group have the right to place any literature on the buildings, vehicles of patrons, or any property of the Association. Groups or individuals violating this policy will be subject to legal actions.

The Board hereby adopts [these policies] this policy for the safety and protection of the groups, the public and the facilities of the Association, and further directs the General Manager to develop guidelines necessary to implement this policy.